



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-665

Date: February 27, 2012

3 FAM 3420 SICK LEAVE

Changes

1. This Change Transmittal issues major revisions throughout the subchapter. More than 50 percent of the text has been changed. Major changes include:
 - **3 FAM 3422, Definitions:** New or revised definitions include committed relationship; covered service member; domestic partner; family member; leave year; parent; serious health condition; and son or daughter;
 - **3 FAM 3423, General:** Provides information on the use of sick leave to provide care for a family member and provides guidance on the use of sick leave to care for a covered service member when requested under the Family and Medical Leave Act;
 - **3 FAM 3427, Application for Leave on Account of Illness:** Includes information on procedures and required documentation for use of sick leave that lasts longer than 3 days;
 - **3 FAM 3428, Advanced Sick Leave:** Provides information about, and procedures for, requesting advanced sick leave;
 - **3 FAM 3428.1, Restrictions on Advance of Sick Leave:** States restrictions regarding advances of sick leave; and
 - **3 FAM Exhibit 3421.1, Sick Leave Usage:** This revised table has category (usage for), purpose of sick leave, and provisions columns to understand quickly what is permissible sick leave usage.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use

dark magenta italic. The CT line in each section shows when that section last changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Employee Relations Work Life Division (HR/ER/WLD). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 3420 (CT:PER-605; 07-01-2008) and insert revised subchapter 3 FAM 3420 (CT:PER-665; 02-27-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-665, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.